



**CIVIL SERVICE COMMISSION
SPECIAL MEETING
MINUTES**

**April 17, 2020
12:00 PM**

COMMISSIONERS
Andrae Randolph, **Chair**
Rick Ward, **Vice Chair**
Deborah Bennett
John Costa
Ronald Le Doux

145 Fulweiler Avenue, Suite 200
Auburn, California 95603
www.placer.ca.gov

Kate Sampson, Human Resources Director
Judy McKeig, Commission Clerk
Office: (530) 889-4067

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Commission Clerk. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Commission Clerk five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

Public Participation Procedures

In order to protect public health and the safety of our Placer County citizens, attendance for the Civil Service Commission will be offered as a completely virtual Zoom meeting webinar. The Human Resources Department will be closed to public attendance.

Please click the link below to join the webinar:

<https://zoom.us/j/91098191033>

Or Telephone:

Dial: +1 669-900-6833 or 877-853-5247 (Toll Free)

Webinar ID: 910 9819 1033

In compliance with Governor Newsom's Executive Order N-29-20-EO on telephone meetings, the public's participation will be supported through web or phone participation for attendees. When Public Comment is opened, participants may "raise hand" to be called upon to give their public comment.

1. Those joining online through the web meeting should "Raise Hand" in the Zoom meeting window. The Clerk will call on them by the name they entered in the Zoom session, and they will be prompted to unmute their microphone so they can state their name for the record and give their comment.
2. Those who are calling in via phone may dial *9 to raise their hand once Public Comment is opened. The Clerk will read out the caller's phone number and they will be notified that they are unmuted. The Clerk will then direct them to state their name for the record and give their comment.

Alternatively, citizens may submit their comments in written form to the Commission Clerk at jmckeig@placer.ca.gov. All public comments received prior to 8:00AM the day of the meeting will be provided to the Commission members electronically or in written form. Emails received though the Clerk's email address after 8:00AM the morning of the meeting will still become part of the official record and will be retained by the Clerk but will not be disseminated to the Commission prior to the Commission's action.

OPEN SESSION

Call to Order | 12:04PM

Roll Call | Judy McKeig

1. Approval of Agenda | Special Meeting, April 17, 2020

Motion: Le Doux/Costa/Unanimous vote 5:0

Roll Call - Ayes: Randolph, Ward, Bennett, Costa, Le Doux

No public comment

2. Receive an Update on the Placer County Charter Review Committee's Recommendations to the Board of Supervisors

Presenters: Jane Christenson, Assistant County Executive Officer; David Butler, Charter Review Committee Chair; Loretta Walker, Charter Review Committee Vice Chair

Attachment: Charter Review Committee Process Highlights Presentation

Ms. Christenson outlined the role of the Charter Review Committee (CRC) which convenes every five years and recommends possible amendments to the Board of Supervisors (BOS). Ms. Christenson introduced CRC Chair, David Butler, and CRC Vice Chair, Loretta Walker. Mr. Butler explained the CRC's process identifying issues that may inhibit Placer County's governance in current and future operations. The CRC will submit their recommendations to the BOS in the coming weeks, who will determine if any will be submitted to voters on the November 2020 ballot. Mr. Butler discussed the four items this CRC will recommend to the BOS: 1) the role of the Civil Service Commission (CSC), 2) BOS approval of department directors, 3) purchasing bid thresholds, and 4) residency requirements for elected officials.

The CRC recommends moving the administrative functions of the CSC to the Human Resources Department (HRD) for items such as classification studies, compensation reviews, and work out-of-class extensions. This is typical in other counties and the CRC believes will provide a quicker turnaround time, reduce administrative cost, and alleviate personnel time to prepare routine items for CSC meetings. The CRC recognizes the value of the CSC as a hearing body for the appeals process and proposes leaving that function with the CSC. The next steps for the CRC are to host a public meeting on April 28, 2020, and subsequently prepare their final report for presentation to the BOS in May.

Commissioners discussed whether the County would experience savings from the proposed change and the appeal function of the Commission. While the CRC recommendation is conceptual and does not include detailed plans, Ms. Sampson noted that estimated savings would be anticipated.

Commissioners offered support for changes that accelerate completion of items with less cost as a benefit to the County. They also underscored the importance of the CSC's appellate functions and whether short-term savings may result in greater long-term expense, in the event that the proposed changes generate more appeals or legal actions. Commissioners questioned how merit increases might be addressed and suggested that the CSC continue to review performance evaluations to provide oversight and perception of independence,

especially in the public employment environment. The CRC members shared their interest in leveraging the skills sets of the County's professional staff.

Commissioners expressed interest in a more detailed transition plan. Ms. Walker reiterated that the proposal is conceptual and does not include a full analysis of the anticipated savings or costs. The BOS will need to consider these issues when determining whether to support advancing the recommendation to Placer County voters.

The CSC posed questions regarding the CRC process, including opportunities for departments and public to provide input, consideration of issues, and identifying recommendations. The CSC Chairman directed that a discussion be scheduled at the next regular meeting to consider a formal response to the CRC recommendation. Mr. Wright noted there are no legal issues with the item as it is a question of policy, but there should be legal review of any language forwarded to the voters. Mr. Wright suggested it would be fruitful to have specific details on the proposed changes for the CSC to discuss at the next meeting. Ms. Christenson noted the CRC will likely take their recommendations to the BOS at the May 19, 2020 meeting.

No public comment.

3. Communications

Reports to the Commission are informational only. No action will be taken.

- a. Staff Reports and Correspondence: Kate Sampson
 - i. Offered thanks to the CSC for accommodating today's meeting virtually and noted HRD is conducting business as best possible. It is likely the May meeting will be in the same virtual format and to please retain the date on calendars.
- b. Commissioner Comments
 - i. Ward: none
 - ii. Bennett: none
 - iii. Le Doux: none
 - iv. Costa: noted thanks to Judy McKeig
 - v. Andrae: offered thanks to all and noted the CA Supreme Court recently held their first hearing virtually

4. Adjournment to the following upcoming meetings

Motion: Le Doux/Costa/Unanimous vote 5:0

Roll Call - Ayes: Randolph, Ward, Bennett, Costa, Le Doux

No public comment

Regular Meeting Calendar 2020

Second Monday of the Month - 3:30PM

Human Resources Department, 1st Floor Conference Room

145 Fulweiler Avenue, Suite 200, Auburn, CA 95603

OR

Zoom Virtual Meeting with public participation instructions on agenda

Monday, May 11, 2020

Monday, June 8, 2020

Monday, July 13, 2020

Monday, August 10, 2020

Monday, September 14, 2020

~~Monday, October 12, 2020~~ - Tuesday, October 13, 2020

Monday, November 9, 2020

Monday, December 14, 2020


Andrae M. Randolph (May 12, 2020)

Andraé Randolph, Chair


Judy McKeig (May 22, 2020)

Judy McKeig, Commission Clerk